



**United States Department of Agriculture
Rural Development
Oregon State Office**

October 25, 2004

SUBJECT: FY 2005 State Internal Review Process

TO: All Rural Development Employees
Oregon

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to establish the FY 2005 State Internal Review (SIR) process for Oregon State Rural Development.

COMPARISON WITH PREVIOUS AN:

This AN replaces AN 1262(2006-M) dated January 13, 2004.

IMPLEMENTATION RESPONSIBILITIES:

The SIR process is a state management review of operations in field offices and centralized program functions. These reviews consist of a comprehensive evaluation by state managers of the delivery of programs and administrative functions within the state. Patty Seawell is designated as the Management Control Officer (MCO) for Oregon State Rural Development. The MCO is the team coordinator for all SIR's.

The SIR team shall complete reviews of all field offices and centralized programs at least once every five years. SIR's have been scheduled on a 5-year plan as shown below. The 5-year SIR plan is subject to revisions based on personnel changes, staff and budget resources. A Mini-SIR is required for each portion reviewed when compliance falls below 80%.

EXPIRATION DATE:
September 30, 2005

FILING INSTRUCTIONS
Preceding RD Instruction 2006-M

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OFFICE	LAST REVIEW	DATE REVIEW SCHEDULED
EUGENE	3/7/00	January 10-14, 2005
REDMOND	5/8/00	May 2-6, 2005
ROSEBURG	7/9/01	FY 2006
SALEM	2/5/01	FY 2006
MEDFORD	11/20/02	FY 2007
PENDLETON	2/10/03	FY 2008
<i>AREA OFFICE REVIEWS WILL CONSIST OF SFH (DIRECT & GUARANTEED), ADMINISTRATIVE AND INFORMATION RESOURCES MANAGEMENT</i>		
CENTRALIZED PROGRAMS/AREAS		
MFH	9/8/03	MINI – No later than 5/2005
RUS	9/16/03	MINI – No later than 1/2005
RBS	5/14/04	FY 2009
<i>RUS INCLUDES COMMUNITY FACILITIES</i>		
<i>ALL REVIEWS WILL INCLUDE CIVIL RIGHTS, ENVIRONMENTAL AND COMMUNITY DEVELOPMENT</i>		
<i>Please note that these review dates are tentative and alternative dates may need to be selected to accommodate business-related commitments. Field Offices will receive notice at least 20 working days prior to an SIR.</i>		

A State Senior Management (SSM) team is hereby established to assist the MCO and State Director plan the SIR's, review team reports and offices' action plans and make recommendations on report closure. The SSM team for FY 2005 is as follows: Administrative Programs Director (vacant); Sharon Shaffer, SFH Program Director, Jill Davis, MFH Program Director; Wayne Dunlap, CP Program Director, Bud Fischer, RBS Program Director, Anita Aguigui, Civil Rights Manager and Eric Herst the OCD Coordinator.

The following State Office employees are hereby designated as the SIR team responsible for conducting SIR's in Oregon State for FY 2005. Assistance will be requested from a neighboring state for any scheduled Mini-Reviews of a centralized program.

Patty Seawell, Management Control Officer
Eduardo Alanis, Human Resource Manager
Anita Aguigui, Civil Rights Manager
Debbie Nichols, SFH Specialist
Mona Ellison, State Environmental Coordinator

Administrative Programs Director (vacant)
Mary Powell, Information Resource Manager
Sharon Shaffer, SFH Program Director
Barb Brandon, SFH Specialist
Eric Herst, OCD Coordinator

All employees should review RD Instruction 2006-M to familiarize themselves with the SIR process, including roles and responsibilities. The FY 2005 SIR Guides can be found on the Oregon State Rural Development Intranet at <http://teamrd.usda.gov/rd/or/default.htm>. If there are any questions regarding the SIR process, please contact Patty Seawell, MCO at (503)414-3320.



LYNN SCHOESSLER
State Director